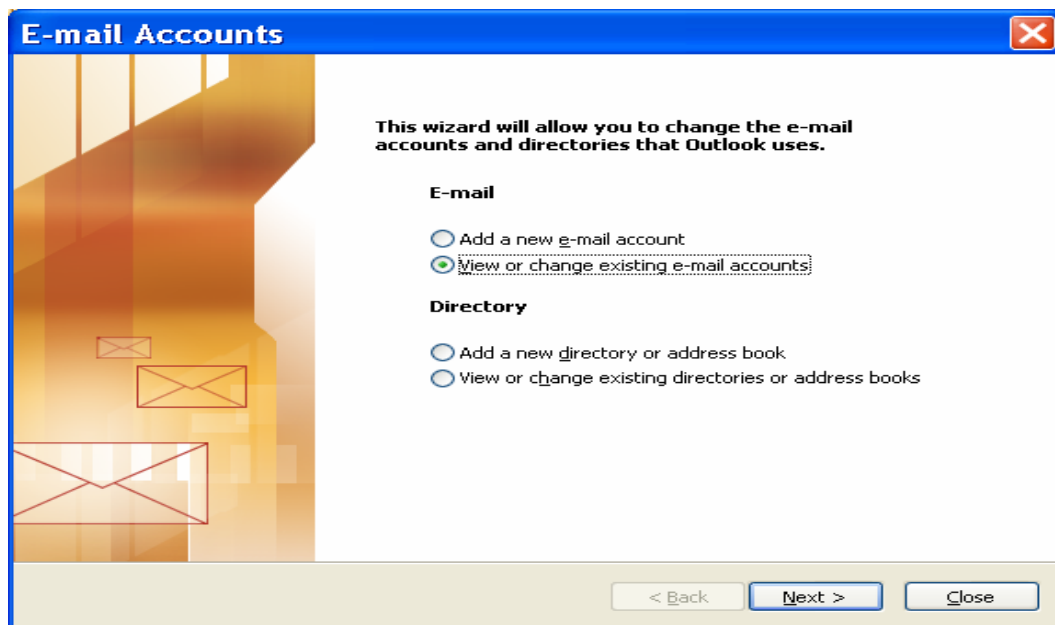
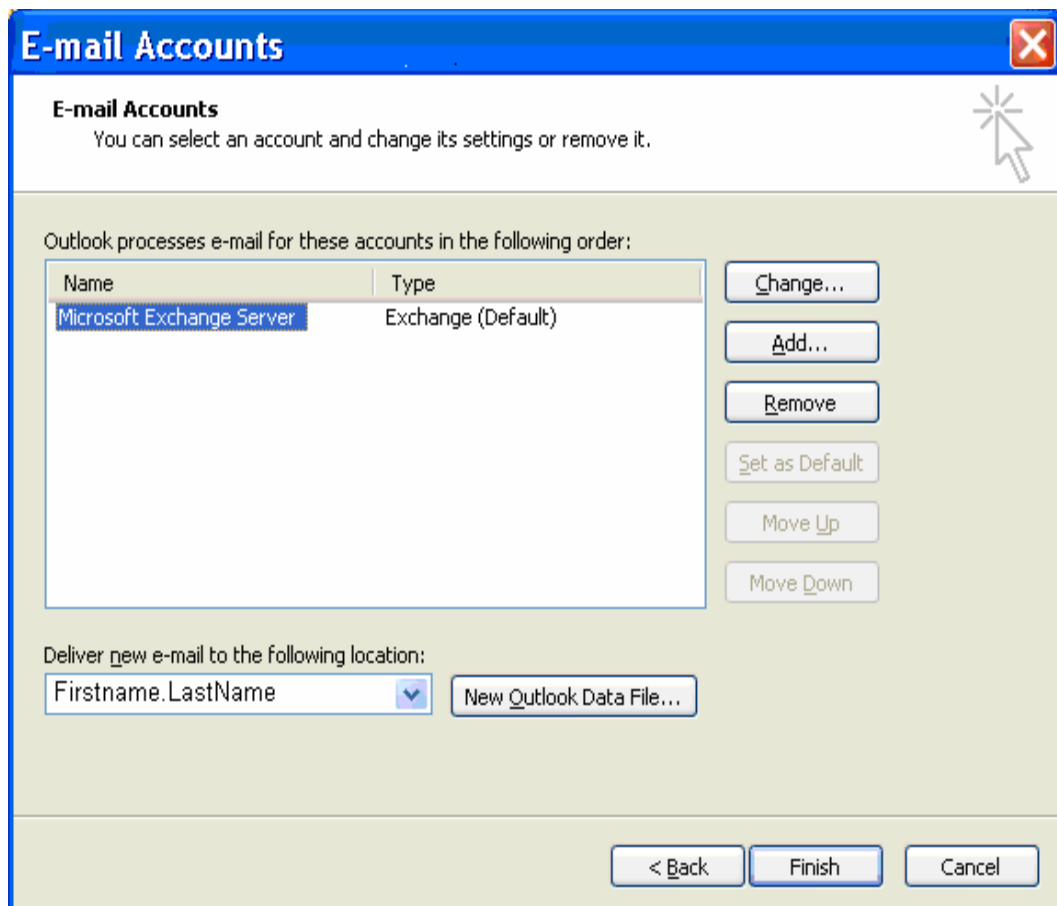


## How to setup Outlook for Address List access

1. Open Outlook
2. Click Tools > Email Account
3. Select Next



4. Select Change



5. Select More Settings

The screenshot shows the 'E-mail Accounts' dialog box with the 'Exchange Server Settings' tab selected. The dialog has a blue title bar with the text 'E-mail Accounts' and a close button. Below the title bar, the tab is labeled 'Exchange Server Settings' with a help icon. The main area contains instructions: 'Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.' followed by a text box for 'Microsoft Exchange Server' containing 'ACE01.al.mail' and an unchecked checkbox for 'Use Cached Exchange Mode'. Below this, another instruction says 'Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.' followed by a text box for 'User Name' containing 'Lastname, Firstname' and a 'Check Name' button. At the bottom right of the main area is a 'More Settings ...' button. The bottom of the dialog features three buttons: '< Back', 'Next >', and 'Cancel'.

**E-mail Accounts**

**Exchange Server Settings**  
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server:

☐ Use Cached Exchange Mode

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name:

6. Click the Security tab.

The screenshot shows the 'Microsoft Exchange Server' dialog box with the 'Security' tab selected. The dialog has a blue title bar with the text 'Microsoft Exchange Server' and a close button. Below the title bar, there are five tabs: 'General', 'Advanced', 'Security', 'Connection', and 'Remote Mail'. The 'Security' tab is active. The main area contains the following settings: 'Exchange Account' with a text box containing 'Microsoft Exchange Server'; 'When starting' with two radio buttons, 'Automatically detect connection state' (selected) and 'Manually control connection state'; a checkbox for 'Choose the connection type when starting' which is unchecked; 'Default connection state' with two radio buttons, 'Connect with the network' (selected) and 'Work offline and use dial-up networking'; and a text box for 'Seconds Until Server Connection Timeout' containing '30'. At the bottom are three buttons: 'OK', 'Cancel', and 'Apply'.

**Microsoft Exchange Server**

General Advanced **Security** Connection Remote Mail

Exchange Account

Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Exchange Server".

**When starting**

☒ Automatically detect connection state  
☐ Manually control connection state

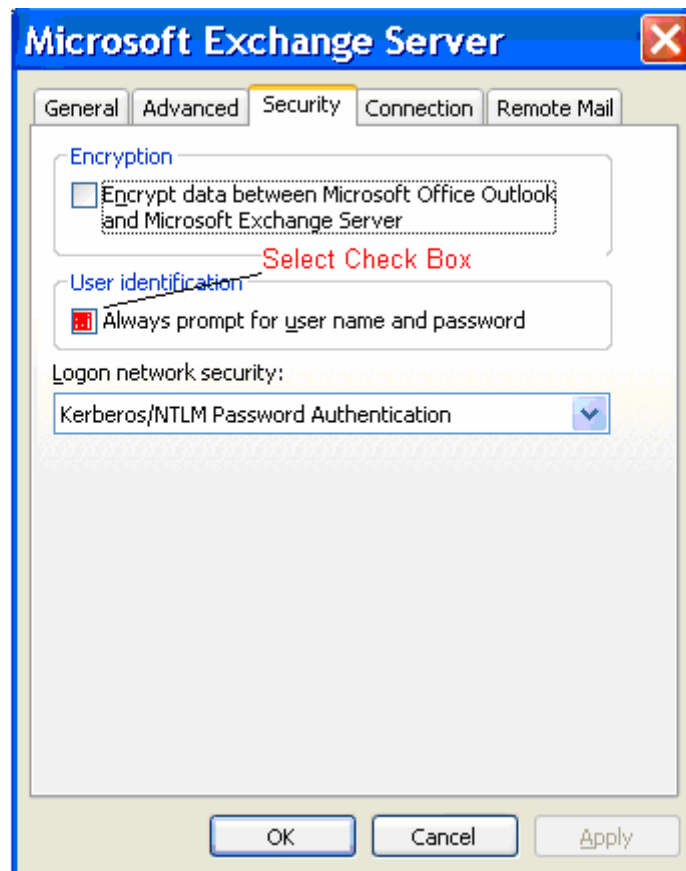
☐ Choose the connection type when starting

**Default connection state**

☒ Connect with the network  
☐ Work offline and use dial-up networking

Seconds Until Server Connection Timeout

7. Make sure the “Always prompt for user name and password” box **is checked**.



8. Click OK. Then click Next. Then click Finish.